



Illinois National Register Submittal Policy

Nomination preparers are required to submit a preliminary draft before submitting a final draft. This will enable IHPA staff to provide a constructive review and offer suggestions for any needed revisions. Completed nomination packets, including all required components must be received **90 days** before a scheduled IHSAC Meeting. Meeting this deadline however does NOT guarantee placement on an upcoming agenda. IHPA reserves the right to schedule only those nominations considered complete and proficient for consideration by the IHSAC.

Staff WILL NOT begin a review until ALL of the following components are submitted: **(Historic Districts require additional items - contact staff directly)**

1. Notification Form (download from IHPA website)
2. Completed National Register Application Form (download from IHPA website)
3. Site plan with a north arrow showing the nominated resource(s) and boundary line
4. Sketch of room layouts (does not have to be to scale) or architectural floor plans
5. Google Earth GIS location map – (see GIS map instructions for Google Earth)
6. One set of printed photographs properly labeled (review photo policy)
7. One TIFF digital photo CD/DVD – (review photo policy)
8. One JPEG digital photo CD/DVD – (IHPA copy)
9. One blank CD/DVD

2017 IHSAC Schedule: February 24- June 30 - October 27

All IHSAC meetings are held in Springfield at the Abraham Lincoln Presidential Library